

# Sarah Tirey

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## Experience

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### **Program Director**

7/2018-present

#### **Arts for Learning Indiana**

- *Partnerships* – Develop relationships with key district and school stakeholders. Build and maintain partner relationships across 6 counties with community organizations, academic, public and private sector to advance the organizations mission and serve more clients across the territory.
- *Grant Management & Compliance* - manage \$100,000+ of grant funded projects annually- direct, plan and coordinate all assigned grant funded projects.
- *Project Management* - provide leadership and project documentation for the delivery of all programs and services within my districts including initial intake, planning, budgeting, coordinating staff, invoicing, program evaluation and adherence to program standards and reporting processes. Over 500 client transactions and bookings annually.
- *Communication* - Manage internal and external communication across multiple organizations with an average of 40 ingoing/outgoing emails per day and daily phone calls/virtual meetings.
- *Presentations* – create and deliver effective presentations at the state and national level on area of specialization- Young Audiences National Conference & Indiana Arts Commission State Conference. Ongoing presentations as needed about organization mission and programs at potential client location.
- *Collaboration* - collaborate with the program & development team of 9 employees to create new funding streams for program expansion. Work with grant writer to develop grant proposals and assist in submission of final report upon completion of grant funded projects.
- *Sales & Customer Service* – serve as primary contact for 200+ partners and schools/organizations within my districts from initial client intake to program execution and post-program evaluation. Districts include Indianapolis Public Schools, the largest school district in Indiana.
- *Community Involvement* - recruit & manage service-learning students to address organizational needs through semester long service experiences.

### **Instructor of Community Immersion in the Arts – Associate Adjunct Faculty**

8/2015-12/2018

#### **University of Indianapolis Department of Art & Design**

- *Partnerships* - developed and fostered partnerships within Marion County to serve as host sites for student volunteers; nursing homes, mental health facilities, schools and nonprofit organizations.
- *Volunteer/Partnership Management* - coordinated and managed 20+ volunteers per semester and conducted evaluations on program, volunteer, and partnership performance to ensure reciprocity and build on program success.
- *Quality Assurance* - conduct regular site visits at service-learning host sites to evaluate student and partner performance; monitor experiences and provide feedback through ongoing reflective journaling of student volunteers.

- *Education* - curriculum development and instruction of the following courses for 100+ non-art majors per semester: Community Immersion in the Arts, Art Appreciation, Intro to Drawing & Painting and 2D Color & Design.

**Visual Arts Specialist- Expressive Arts Project for Long Term Care Professionals** 4/2016-4/2018

**UIndy Center for Aging & Community & Indiana State Department of Health**

- *Curriculum* - developed and implemented a training course on best practice for using the expressive visual arts in long term care settings.
- *Collaboration* - collaborated with 4 therapeutic arts specialists at 8 statewide multi-day conferences to deliver training content to over 90 long term care professionals.
- *Training* - lead the development and implementation of an EAP Train-the-Trainer course.
- *Design* - created Powerpoint presentations and printed training materials.
- *Expressive Arts Project final report*: <https://secure.in.gov/isdh/27205.htm>

**Community Teaching Artist**

**Indiana Arts Commission & Department of Natural Resources** 12/2016-12/2017

- *Grant Compliance & Project Management* - managed all aspects of a \$3000 grant funded Arts in the Parks and Historic Sites program at Spring Mill State Park; grant proposal and submission, grant management, program coordination and implementation, evaluation, documentation, and final report.

**Indianapolis Public Library** 6/2016-7/2016

- *Curriculum Development* - created and conducted a hands-on clay program to highlight Indiana natural history through the ceramic arts and science of clay
- *Project Management* - managed logistics to deliver 28 program events to a total of over 500 attendees, including travel, site preparation and clean-up.
- *Budgeting* - budget and supply management for lifecycle of program.

**Social Media Coordinator & Instructor** 12/2014-12/2016

**Fountain Square Clay Center**

- *Program Development & Instruction* - initiated 2 community clay programs; Children's Clay Night and Women's Night Out Pottery program; lead instructor for both children and adult classes.
- *Event Management* - coordinated and hosted special events to expand public interest in clay programs; First Friday gallery openings, studios sales.
- *Marketing* - managed the social media presence through design and launching of social media posts on a weekly basis.
- *Sales & Customer Service* - managed booth logistics and staffing at community events; tent set-up, inventory staging, sales, packing and tear-down.

**Activity Guide** 6/2007-5/2012

**Indianapolis Public Library**

- *Innovation & Collaboration* - collaborated with a team of 6 program specialists to develop and implement digital literacy programs for youth including the utilization of Lego Robotics, various software for animation, image manipulation, music and video editing, coding, online research tools, databases and the latest tech gadgets.

- *Content Creation* - content creation for an online literacy game developed in partnership between IPL and Funny Garbage Interactive Design Company. Responsible for keeping content management system current, end user game validation and quality control.  
<http://www.funnygarbage.com/case-study/curveworld-indianapolis-marion-county-public-library>
- *Marketing* - worked closely with staff to develop content for library website, utilizing Wordpress to regularly publish promotional material.
- *Design* - exhibit design, fabrication, installation and maintenance. Design, print and distribute promotional and educational materials for library events. Build awareness of library programs through presentations and social media tools.
- *Community Building* - liaison to schools and community partners for public programming opportunities.
- *Logistics* – contributed to the coordination of 60 + events and programs monthly.
- *Education & Customer Service* - facilitated youth field trip events at the Central Library location; directly responsible for engaging, teaching and ensuring a quality experience for 150+ youth attendee's per day.

#### **ArtReach/Summer Camp Instructor**

5/2006-5/2007

#### **Indianapolis Art Center**

- *Instruction* - implemented community art classes for youth located in under-invested Indianapolis communities at public parks, community centers and public libraries. Assisted lead instructor during summer clay camps.

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## **Career Highlights & Professional Development**

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#### **2019-present**

- Eleven Fifty Academy - HTML & CSS Foundations Badge:  
[https://www.youracclaim.com/badges/e7b39976-25c7-41f1-905b-a61eb42d72cb/linked\\_in\\_profile](https://www.youracclaim.com/badges/e7b39976-25c7-41f1-905b-a61eb42d72cb/linked_in_profile)
- *Racial Equity Institute Groundwater Session*: <https://www.racialequityinstitute.com/>
- *2019 Guest Speaker/Presentation "Making Arts Accessible in Incarceration"*: Young Audiences National Conference 'No Limits: Supporting Children with Learning Differences', Houston, Texas.
- *Young Audiences National Committee on Diversity, Equity & Inclusion*: Actively involved in monthly meetings that are working towards D.E.I. efforts across the country at all Young Audiences affiliates.
- *IPS #15 Thomas Gregg Neighborhood School Community Council*: Active community council member of this IPS Innovation school, contributing to the school's strategic plan for success into the future.

#### **2018**

- *2018 Guest Speaker/Presentation "Making Arts Accessible in Incarceration"*: Indiana Arts Commission State Conference 'Inclusion, Diversity, Equity & Access', Fort Wayne, Indiana.
- *2018 IUPUI Multicultural Leadership & Empowerment Certificate*: The MLE program, consisting of 18 hours of training, cultivates leaders to engage in issues of diversity, equity and inclusion; developing knowledge, awareness skills and practices that respond to the challenges and

possibilities of learning, working and living in a diverse world.

<https://diversity.iupui.edu/offices/mc/mlep/index.html>

- *Community Canvas Workshop*: Public Art workshop presented by the Indiana Arts Commission
- *Joyce Foundation - The Artist as Problem Solver*: Recognizing the Role of the Artist in Civic Life & Sustainability at The Tube Factory
- *IUPUI Social Justice Symposium*
- *IUPUI Graduate Courses*: Financial Management for Nonprofits, Law & Public Affairs & Public Finance and Budgeting
- *UIndy Service-Learning Expo and Community Forum*

2017

- *2017 Service-Learning Faculty Scholar Certificate*: Recognized for taking initiative to develop expertise in the field of Service Learning through a year of continuous, voluntary workshops; Service Learning through an Interdisciplinary Lens, Developing and Implementing a Service Learning Experience, Service Learning and Critical Reflection, Developing Reciprocal Partnerships through Service Learning, Developing and Assessing Student Service Learning Outcomes, Engaged Scholarship in Service Learning, Risk Management and Student Accountability, Service Learning & Social Justice, <http://news.uindy.edu/2017/04/28/service-learning-advocates-honored-at-expo/>
- *IUPUI Graduate Courses*: Human Resource Management in Nonprofits, Fund Development for Nonprofits, Management in the Nonprofit Sector

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## Volunteer Experience

- 2017-present Scouts of America
- 2013-2014 Distelrath Farms
- 2011 Butler University Center for Urban Ecology
- 2006-2008 Wheeler Arts Community
- 2007-2008 Fountain Square Community Garden
- 2004-2005 Altenheim Senior Community
- 2002-2003 Girls Inc.

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## Education

<b>Graduate Certificate – Nonprofit Management</b>	2016-2019
IUPUI School of Public and Environmental Affairs	
<b>Bachelor of Fine Arts , Psychology Minor/Pre-Art Therapy Concentration</b>	2001-2007
University of Indianapolis	